Susan Cochran
Telephone: (510) 987-0887
Email: susan.cochran@ucop.edu

Chair of the Assembly of the Academic Senate
Faculty Representative to the Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

May 10, 2023

**KATHERINE S. NEWMAN**
**PROVOST AND EXECUTIVE VICE PRESIDENT**
**UNIVERSITY OF CALIFORNIA**

**RE: ACADEMIC SENATE REVIEW OF THE UC WASHINGTON CENTER**

Dear Katherine,

At our April 13 meeting you expressed support for a Senate-led academic review of the UC Washington Center (UCDC). The purpose of this memo is to confirm our understanding that the University Committee on Educational Policy (UCEP) will begin developing a plan and timeline for the review in collaboration with the Office of Academic Personnel and Programs, UCDC's Academic Advisory Committee (which includes a UCEP representative), and the UCDC director. UCEP will review the UC Washington Center every seven years.

The Senate looks forward to partnering with your office on this important undertaking.

Sincerely,

Susan Cochran, Chair
Academic Council

cc:     Vice Provost Haynes
        Vice Chair Steintrager
        UCEP Chair Cocco
        Executive Director Lin
Encl.

UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY (UCEP)          Assembly of the Academic Senate
Melanie Cocco, Chair                                       1111 Franklin Street, 12th Floor
mcocco@uci.edu                                             Oakland, CA 94607-5200
                                                           Phone: (510) 987-9466

May 3, 2023

**SUSAN COCHRAN, CHAIR**
**ACADEMIC COUNCIL**

**RE: ACADEMIC SENATE REVIEW OF THE UC WASHINGTON CENTER (UCDC)**

Dear Susan,

The University Committee on Educational Policy (UCEP) is charged, per Senate Bylaw 170.B, with approving systemwide courses. In 2011, the committee established the procedures for approving systemwide courses which was originally written for courses at the UC Washington Center (see attachment A), and in 2014 the policy was updated to include Senate review of systemwide courses and programs every seven years (see attachment B). In July 2020, Immediate Past Provost Michael Brown and Immediate Past Vice Provost Susan Carlson met with Senate and UCEP leadership to discuss the review of the Center and Provost Brown agreed that it would be appropriate for the committee to review the program. Although this agreement was not documented, you have notified me that you recently conferred with Provost Brown about this matter, who reiterated his support for UCEP's review.

I would ask that you advise Provost Newman about UCEP's intention to review UCDC and underscore that the goal of this review is to identify ways to support the program and the students it serves from across the system. The committee looks forward to working in collaboration with the Office of Academic Personnel and Programs, UCDC's Academic Advisory Committee (which includes a UCEP representative), and UCDC's director to devise a practicable strategy and acceptable timeline for the process.

Please do not hesitate to contact me with any questions or concerns regarding this matter.

Sincerely,

Melanie Cocco, Chair
UCEP

Encl.

# UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

*Daniel L. Simmons*
*Telephone: (510) 987-0711*
*Fax: (510) 763-0309*
Email: *Daniel.Simmons@ucop.edu*

*Chair of the Assembly and the Academic Council*
*Faculty Representative to the Board of Regents*
*University of California*
*1111 Franklin Street, 12th Floor*
*Oakland, California 94607-5200*

June 24, 2011

**LAWRENCE PITTS, PROVOST AND EVP**
**UNIVERSITY OF CALIFORNIA**

**Re: Revised UCEP policy on approval for systemwide courses**

Dear Larry:

At its meeting on June 22, the Academic Council approved a revision of UCEP's policy on the approval of systemwide courses. Originally written for UCDC courses, the revision broadens the policy to include online courses that are submitted for approval as systemwide courses. I will forward the revised policy to the divisions for use by their Committees on Educational Policy and Committees on Courses, and I request that you circulate it to the EVCs.

Thank you for your assistance in disseminating the policy, and please do not hesitate to contact me or UCEP Chair David Kay if you have any questions.

Sincerely,

Daniel L. Simmons, Chair
Academic Council

Copy: Academic Council
       Martha Winnacker, Academic Senate Executive Director

Encl. (1)

# UCEP Policy For Approval and Listing of System-wide Courses

Bylaw 170.B.3 states that the University Committee on Education Policy (UCEP) shall….”
Approve UC undergraduate courses as system-wide courses to be listed in
Divisional catalogues. (En 10 Nov 04)”. UCEP adopted the following as the procedure to be
followed for designating courses as systemwide courses. (5 Oct 09)

**Approval As A Systemwide Course**. If a course is already approved by a UC campus, UCEP
will determine the appropriateness of the course to be a system-wide course. These courses will
typically be: 1) courses taught at a site not specifically associated with a campus, such as UCDC
or UC Sacramento; 2) online courses available for enrollment by students from multiple UC
campuses; 3) Courses specifically intended to be multi-campus courses.

If the course has not been approved by a UC campus and has a UC-approved instructor, UCEP
asks that the course be sent to the courses committee on the instructor’s campus for approval. If
the proposed instructor is not from a UC campus, UCEP will work with the course proposer to
identify a campus where the course approval process can take place.


**Designation of Units**. Campus courses committees will approve the number of units for a course
based on their term structure. A quarter course units will scale to semester units using standard
conversions (one quarter unit = 2/3 semester units), and vice versa. If a course is designed to
have different content depending whether it is taken by quarter or semester students, the
approving campus will approve units for its term format, and if possible for both formats. If a
campus approves the course only for its term format, UCEP will be responsible for approving the
appropriate units for the other term format.

**Listing in Campus Catalogs**: A system-wide mechanism to enable the listing of system-wide
courses in campus and/or system-wide catalogs, to allow students to register and receive credit,
and to designate system-wide courses on transcripts has not yet been put in place. When that is
done, approved courses will be listed appropriately.  Until then, the course should be submitted
for listing in the catalog of the campus that approved the course. UCEP will approve the course
for listing as a system-wide course, but it will be the responsibility of the sponsoring program or
department to oversee the process of meeting catalog requirements and deadlines.

To submit a course to UCEP for system-wide approval, please forward the information listed
below to the UCEP analyst. This should be done for each course being submitted for approval
(but only one submission is needed for a course taught as a series, e.g., BIO 101A-B-C). UCEP
typically meets from October through June, and will take 1-2 months for the approval process, so
requests should be made well in advance of catalog deadlines if listing for the next academic
year is desired.

1. An introductory letter that describes why the proposed course would be appropriate for systemwide status. Included should be a short description of how the course would be taught (in-person attendance, online presentation, taped lectures, web-based learning modules, use of archived materials, etc.), how it would be staffed, and how the course would be graded.

2. The course number and title, units (designate quarter or semester units) and an expanded course outline or similar document that provides detailed information about the course. This outline would be similar to what is typically submitted as part of the course approval process. Designate the campus for which course approval has been obtained. If a new course, include a statement or letter of approval from the appropriate courses committee. If the course appears in that campus's catalog, a copy of the catalog description is sufficient.

3. Catalog copy for the course, as you would like it to appear in campus or systemwide catalogs. Use a format similar to what is typical of UC campus catalogs.

4. For the next academic year identify the quarter(s) or semester(s) that the course will be offered. Once a system-wide catalog listing process has been developed, any changes to the course schedule will be needed at the time of campus catalog deadlines. It is the responsibility of the program sponsoring the system-wide course to make sure this is done appropriately.

5. The campus/college/department/program that will be home for the course, including the office responsible for providing approval of the course instructor.

6. The name and contact information of the person who will be the liaison for the system-wide approval process.

William Jacob
Telephone: (510) 987-9303
Fax: (510) 763-0309
Email: William.Jacob@ucop.edu

Chair of the Assembly and the Academic Council
Faculty Representative to the Board of Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

July 14, 2014

SENATE DIVISION CHAIRS

**Re: UCEP Guidelines for systemwide course approvals**

Dear Colleagues:

As you know, Senate Bylaw 170.B charges UCEP with approving courses to be offered as systemwide. After extensive discussions, including consultations with UCOP leadership overseeing UCOP-supported online instructional activities, earlier this year UCEP developed the attached guidelines for approving courses to be offered as systemwide courses. Due to an oversight in this office, the guidelines were not distributed to you at that time. They may become increasingly important over the next year or two as UC campuses expand their course offerings for cross-campus enrollment and consider whether to propose that specific offerings receive systemwide designation.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Bill Jacob

Encl (1)

Cc:   UCEP
      Executive Director Winnacker
      Divisional Directors
      Systemwide Senate Analysts

**UCEP Guidelines for Systemwide Course Approvals**

Senate Bylaw 170.B.3 states that UCEP shall approve UC undergraduate courses as system-wide courses.

The system-wide course designation provides a mechanism for the stewardship of such courses when the proposing entity is not campus-based. A system-wide course counts as UC unit credit, just as it would coming from any campus. System-wide courses are not guaranteed to fulfill GE, premajor, or major credit.

UCEP will determine if a course is appropriate for system-wide status based on the following principles of educational quality.

1. Quality in content – A system-wide course should demonstrate a coherent instructional mechanism. In the case where course content is of a special nature, or represents a unique UC feature, these factors also contribute to excellence.
2. Quality in presentation – A system-wide course represents the system and must represent high quality in terms of presentation. System-wide courses that employ technology must demonstrate platform flexibility, access and a statement on development status.
3. Quality in support – A system-wide course will need UCEP review at seven year intervals. A statement of individual faculty support is the minimum requirement. Department and/or divisional support for system-wide courses is desirable. If a course is intercampus (it articulates for GE/major credit at other campuses) this demonstrates curricular support.

The following information should be included in the application for system-wide designation.

1. A statement on excellence, in response to the principles outlined above.
2. The course title and number, instructor(s), contact email and campus, and the quarter(s) or semester(s) that the course will be offered.
3. All evidence that may have been submitted for the course's local or divisional approval.
4. A link to the course if it is available online.
5. An estimate of the number of matriculated and non- matriculated students to be enrolled.
6. An elaboration of the course specifics. Reference to the original evidence submitted for local approval may be used, but proposers are advised that materials submitted for local/divisional approval may not meet system-wide standards for educational quality.

   A. A description of how the course will be taught including a syllabus, and a justification of the unit values.

   B. A description of the modes of technologically mediated instruction (e.g., webcast lectures, moderated discussion lists, synchronous or asynchronous web-based discussion sections, email, chat rooms), a description of the modes

of non-technologically mediated instruction used (live lectures, TA sections, etc.).

C. A plan for evaluating student learning outcomes.

D. (optional) Development plan – If the course is simultaneously in development, outline the project phases for a seven-year cycle.

Systemwide course status must be reviewed every seven years.

<div align="center">*   *   *</div>